

# HOLY INNOCENTS SCHOOL

## CATHOLIC CLASSICAL LIBERAL ARTS



November 1, 2020

Re: Elementary School Waiver for Holy Innocents School

To Whom It May Concern,

As principal of Holy Innocents School, I am writing in support of the elementary school waiver for our school for a return to in-person instruction. The school has met all of the required public health modifications, acquired Personal Protective Equipment (PPE), consulted with faculty, staff, parents, and the community, and represented their ability to safely return through their reopening plan.

Thank you for your consideration of our request. If you have any questions, please do not hesitate to contact me at: [ccruz@lbcatholicschool.com](mailto:ccruz@lbcatholicschool.com)

Sincerely,

A handwritten signature in black ink, appearing to read 'Cruz', with a large, stylized loop at the end.

Mrs. Cyril Cruz  
Principal

## Reopening Protocols for K-12 Schools: Appendix T1

**Recent Updates** - Changes highlighted in yellow throughout the document.

**10/27/20:** Updated to modify the proportion of students who may receive specialized services on campus at any one time. All schools may have up to 25% of full student capacity on campus at one time, to provide in-person specialized support and services to students of high need, with the exception of schools that have received a waiver to reopen for all students in grades TK – 2. Schools that have received a TK – 2 waiver may bring back up to 25% of total students in grades 3 and above on campus at one time to provide specialized support and services.

**10/21/20:** A supervising adult may be assigned to 2 different stable student cohorts if the adult offers specialized services/supports that cannot be provided by any other supervising adult. College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted and physical distancing and infection control practices are adhered to for the duration of the test.

Schools that provide child care services for school-aged children on their campus must file a notification to LAC DPH.

A County waiver program that allows return of students in grades TK – 2 for general in-classroom instruction is open and accepting applications.

Required and recommended practices for student transportation on buses have been updated and clarified.

Alternatives to EPA approved disinfectants including bleach or alcohol-based disinfection solutions along with cautions for use have been added. Guidance and cautions around use of hand sanitizers containing ethyl alcohol versus isopropyl alcohol have been revised.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This document starts with a discussion of current provisions for on-campus education in Los Angeles County, followed by information about safety strategies specific to the school environment.

The TK-12 reopening checklist starts on page 4, and provides safety measures in five areas:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols. Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

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**Special guidance for the TK-12 setting**

All K-12 schools in California counties that are in Tier 1 of the State's Blueprint for a Safer Economy, including Los Angeles County, are prohibited from reopening for in-person instruction. During this period, when schools are generally restricted to remote learning, four types of on-site programming are permitted. In compliance with this order and aside from these exceptions, K-12 schools in Los Angeles County may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implement of remote learning or conduct on of the four permitted types of on-campus learning. These are:

- **Day care for school-aged children and/or child care programs located in schools,**
  - LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for [Programs Providing Day Care for School-Aged Children](#) or the [Guidance for ECE Providers](#). Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing [Regional Office](#) to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see [PIN 20-22-CCP](#).
  - Schools that provide child care programs for school-aged children on their campus must file the notification for [Child Care Services for School-aged Children on K-12 School sites](#) with LAC DPH.
- **Specialized services for defined subgroups of children who need in person services and supports**
  - LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve students with IEPs, students who are English Language learners, and students with needs that cannot be met through a virtual instruction platform. These students may be served as needed, provided that the overall number of students present on-site does not exceed 25% of total student body at any one time. An exception to this 25% rule is schools that have received a waiver to return students in grades TK – 2 for in person instruction. Schools that have received a waiver are permitted to bring all students in grades TK – 2 back to campus including high need students in those grades. In that situation, the school may also bring up to 25% of total student enrollment in grades 3 and above at any one time for specialized support and services for high need students in those grades, as long as the school can adhere to distancing, infection control, and cohorting requirements.
  - Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans and other required assessments.
  - No child may be part of more than one cohort. Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people.
  - Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
  - To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
  - LEAs and schools that choose to implement these on-site services for students with specialized needs, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. If a school has already been approved for a waiver to reopen for students in grades TK – 2, the school still is required to file a notification to provide services to students with special needs



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if the school intends to bring students back to campus in addition to those in grades TK – 2. A reporting form can be found at [Small Group Instruction Notification Form](#).

- Further information from the State concerning specialized services may be found at [Specialized Support and Services](#).

- **On-site instruction of children in grades TK-2 by schools that have received a Department of Public Health waiver for in-person education.**
  - No school may bring students in grades TK-2 onto campus for general in classroom instruction prior to a waiver being approved.
  - Full instructions and the waiver application form are available [here](#).
- **Students may come on campus for supervised administration of college admission tests, including PSAT, ACT, and SAT exams.**
  - College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the assessment (no more than 12 students in each classroom with a distance of at least 6 feet between students and between students and teachers)
  - All students and staff are wearing face coverings for the entire time on campus, infection control directives are in place,
  - There is no gathering at arrival and dismissal times or during test breaks.

All measures to ensure the safety of employees and students in this protocol for Reopening of TK-12 Schools and in the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. The following paragraphs highlight safety strategies specific to the school environment.

### COHORTING

For all four types of on-site programming students must be organized and proceed through the day within cohorts, defined as a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

- Note that if a cohort has fewer than 12 children or if a child stops attending a previously full cohort other children who are not already assigned to a cohort can be added to the group to reach the maximum of 12, provided all the children, once assigned remain with the same cohort at all times.
- If some children are assigned to a stable cohort but only attend part-time, they must be counted as full members against the maximum of 12. Part-time members cannot “share” their slot with other part-time students. Other children cannot be added in order to reach the maximum of 12 participants at all times.
- Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 14 individuals who can be included in a cohort.

Important additional details for implementation of cohorts are available from the CA Department of Public Health at [Guidance for Small Cohorts](#).

### LIMITED ON-CAMPUS DENSITY

While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs for specialized services, the total on-campus population may not exceed 25% of the total student body at any one time for this particular purpose. [The 25% limit does not apply to school age children on campus receiving day care while engaged in distance learning activities, nor does it apply to students in grades TK - 2 returning after granting of a school waiver. Schools that have been granted a waiver to return students in grades TK -2 may bring additional students onto campus for specialized services in grades above grade 2 but not up to 25% of total student enrollment. If the school has been](#)

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granted a waiver for grades TK – 2, schools may bring additional students onto campus for specialized services and assessments up to a maximum of 25% of student enrollment in grades 3 and above, as long as the school can adhere to distancing, infection control, and cohorting requirements.

### SUPERVISING ADULTS

A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. Supervising adults may be child care staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.

### SUPERVISED ENVIRONMENTS

A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students defined by a local educational agency on a school.

#### TK to Grade 12 Reopening Checklist

Institution name:

Holy Innocents School

Address:

2500 Pacific Avenue Long Beach, CA 90806

Maximum Occupancy, per Fire Code:

350 - Inside    600 - Hall    500+ - Outside

Approximate total square footage of  
space open to faculty and/or  
students:

4.58 Acres

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

Estimated total number of students that will return per grade (if none, enter 0):

TK:	<u>20</u>	K:	<u>16</u>	1:	<u>13</u>	2:	<u>18</u>	3:	<u>18</u>	4:	<u>18</u>	5:	<u>21</u>
6:	<u>23</u>	7:	<u>17</u>	8:	<u>19</u>	9:	<u>N/A</u>	10:	<u>N/A</u>	11:	<u>N/A</u>	12:	<u>N/A</u>

**NOTE:** The terms “employees” and “staff” are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term “parents” is used in these protocols to refer to any persons serving as caregivers or guardians to students.

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**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENTS (CHECK ALL THAT APPLY)**

The school has a COVID-19 Containment, Response and Control Plan that describes the school’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- ☒ A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- ☒ A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:
  - ☒ Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person’s return to their home.
  - ☒ Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- ☒ A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
  - ☒ Isolation of case(s);
  - ☒ Identification of persons exposed to cases at school;
  - ☒ Immediate quarantine of exposed employees and/or students; and
  - ☒ Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
  - ☒ Reporting all COVID-19 exposures at the school to the Department of Public Health by completing the COVID-19 Case and Contact Line List for the Educational Sector.
- ☒ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- ☒ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- ☒ A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
  - ☒ The plan must describe the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
  - ☒ The plan must provide that all surveillance testing results will be reported to the Department of Public Health
- ☒ Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ☒ Work processes are reconfigured to the extent consistent with academic requirements and student

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needs to increase opportunities for employees to work from home.

- ☑ In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible.
- ☑ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- ☑ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.
- ☑ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.
- ☑ These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☑ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.
  - ☑ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
  - ☑ Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
  - ☑ A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
  - ☑ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- ☑ Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- ☑ All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- ☑ In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- ☑ All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- ☑ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule: **Please see reopening plan**
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Classrooms \_\_\_\_\_

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- ☐ Laboratories \_\_\_\_\_
- ☐ Nurse's office \_\_\_\_\_
- ☐ Counseling and other student support areas \_\_\_\_\_
- ☐ Front office \_\_\_\_\_
- ☐ Other offices \_\_\_\_\_
- ☐ Other (auditorium, gymnasium, library if in use) \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☒ High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- ☒ Disinfectant and related supplies are available to employees at the following location(s):  
Janitor's workroom
- ☒ Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply)
  - ☒ Building entrance/s, exit/s
  - ☒ Central office
  - ☒ Stairway entrances
  - ☐ Elevator entry (if applicable) N/A
  - ☒ Classrooms
  - ☒ Faculty breakroom
  - ☐ Faculty offices: N/A
- ☒ Soap and water are available to all employees at the following location(s):  
\_\_\_\_\_
- ☒ Employees are offered frequent opportunities to wash their hands.
- ☒ Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- ☒ Copies of this Protocol have been distributed to all employees.
- ☒ Optional—Describe other measures:  
\_\_\_\_\_

**B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS  
(CHECK ALL THAT APPLY)**

- ☒ Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: \_\_\_\_\_.
- ☒ Maximum number of students permitted in facility to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: \_\_\_\_\_.
- ☒ Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply): N/A
  - ☒ A maximum of one child per bus seat.
  - ☒ Face coverings required at all times.



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- ✓ Use of alternating rows (strongly recommended but not required).
- ✓ Open windows (if air quality and rider safety concerns allow, especially if alternating rows is not implemented).

✓ Additional measures in use to ensure physical distancing (Check all that apply):

- ✓ Staggered school start times to permit more than one trip per bus at school start and close.
- ✓ Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
- ✓ Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
  - Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.
- ✓ Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.
- Other: \_\_\_\_\_

✓ Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):

- ✓ Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
- ✓ School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.

N/A Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear cloth face coverings.

✓ The following Measures are in place to avoid crowding on stairways:

- Designation of up and down stairways ✓
- Staggering of breaks between classes ✓
- Monitoring of stairways by school staff ✓
- Other: \_\_\_\_\_

✓ Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

- ✓ A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day. (A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising adult.)

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- ✓ In-person class size has been limited to 12 students in elementary grades.
- ✓ In-person class size has been limited to 12 students in middle and high school grades.
- ✓ The school day has been divided into shifts to permit fewer students per class.
- ✓ Attendance is staggered to reduce the overall number of students in classrooms on a given day.
- ✓ Some classes have been moved entirely online.
- ✓ Online class attendance and participation is offered as an option for all students for all classes.
- ✓ Alternative spaces are used to reduce the number of students within classrooms. These may include:

- School library N/A
- Auditorium ✓
- Cafeteria ✓
- Gymnasium N/A
- Other: outdoor tents on playground

- ✓ Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
- ✓ Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
- ✓ Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.
- ✓ Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- Other:

- ✓ Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted.

- ✓ School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms.

N/A Policies must include:

- Offering access to locker rooms only when staff supervision is possible Staggering locker room access
- Creating alternative options for storage of student clothing, books and other items.

- ✓ Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):

- ✓ Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
- ✓ If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.
- ✓ Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.

N/A If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in

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the cafeteria.

**N/A** If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.

- ☒ Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.
- ☒ Measures are in place to permit physical distancing in school areas used for student support services.
  - ☒ Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.
  - ☒ Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
  - ☒ Where feasible and appropriate, therapeutic and support activities are conducted virtually.
  - ☒ Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee.
  - ☒ Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
- ☒ Measures are in place to permit physical distancing in administrative areas of the school.
  - ☒ Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
  - ☒ Tape or other markings are used to define a 6-foot radius around reception desks or counters.
  - ☒ Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

**C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)**

- ☒ Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.
  - ☒ Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see [July 1 Isolation HOO.pdf](#)).
  - ☒ Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home.
  - ☒ The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives.
  - ☒ Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive

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for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).

- ✓ Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).

- ☑ Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.

- ✓ Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
- ✓ Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.

- ☑ Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):

- ✓ Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
- ✓ Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre- registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
- ✓ Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
- ✓ Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
- ✓ Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

- ☑ Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):

- ✓ At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting.



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**N/A** The school HVAC system is in good, working order.

- HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
- Portable, high-efficiency air cleaners have been installed if feasible.
- ✓ Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
- Air filters have been upgraded to the highest efficiency possible.
- Other:

✓ Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include (check all that apply).

- ✓ A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.

**N/A** Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route.

- ✓ Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using appropriate products (see below).
- ✓ Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
- ✓ Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
- ✓ Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together – this causes toxic fumes that may be very dangerous to breathe.
- ✓ Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- ✓ Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product
- ✓ All cleaning products are kept out of children's reach and stored in a space with restricted access.
- ✓ Ventilation is maximized during cleaning and disinfecting to the extent feasible If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ✓ Enhanced cleaning of school premises is done when students are not at school with adequate

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
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time to let spaces air out before the start of the school day.

- ✓ Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- ✓ Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule: **See reopening plan**
  - Restrooms: \_\_\_\_\_
  - Lobbies/entry areas: \_\_\_\_\_
  - Teacher/staff break rooms: \_\_\_\_\_
  - Class rooms \_\_\_\_\_
  - Cafeteria dining area: \_\_\_\_\_
  - Cafeteria food preparation area: \_\_\_\_\_
  - Front office: \_\_\_\_\_
  - Other offices: \_\_\_\_\_
  - Other areas: \_\_\_\_\_

- ✓ Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These must include (check all that apply):
  - ✓ Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
  - ✓ All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
  - ✓ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
  - ✓ Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
  - ✓ Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face coverings.
  - ✓ As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
  - ✓ Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
  - ✓ Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
  - ✓ Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
  - ✓ Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

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**NOTE:** Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- ☒ Measures are in place to ensure frequent hand washing by staff, students and visitors. These must include (check all that apply):
  - ☒ Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom; a color-coded system is used to minimize students from different cohorts using the bathroom at the same time.
  - ☒ Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
  - ☒ Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
    - ☐ Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
  - ☒ Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol-based hand sanitizer is preferred and should be used in school environments. Hand sanitizers with isopropyl alcohol as the main active ingredient are not used in the school, as it is more irritating and can be absorbed through the skin.
  - ☒ Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Hand sanitizer is not out in the open and should be used with adult supervision for children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.
  - ☒ Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- ☒ Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.
  - ☒ Buffet and family style meals have been eliminated.
  - ☒ Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
  - ☒ Physical barriers are in place where needed to limit contact between cafeteria staff and students.
  - ☐ Optional-Describe other measures:

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**D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC**

- ☒ Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):
  - ☒ Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 \_\_\_\_\_
  - ☒ Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 \_\_\_\_\_
  - ☒ Who to contact at the school if student has symptoms or may have been exposed \_\_\_\_\_
  - ☒ How to conduct a symptom check before student leaves home \_\_\_\_\_
  - ☒ Required use of face coverings \_\_\_\_\_
  - ☒ Importance of student compliance with physical distancing and infection control policies
  - ☒ Changes in academic and extracurricular programming in order to avert risk \_\_\_\_\_
  - ☒ Changes in school meals in order to avert risk \_\_\_\_\_
  - ☒ School policies concerning parent visits to school and advisability of contact the school remotely
  - ☒ Importance or providing the school with up-to-date emergency contact information including multiple parent contact options \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_
- ☒ A copy of this protocol is posted at all public entrances to the school.
- ☒ Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- ☒ Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- ☒ The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- ☒ Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- ☒ Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☒ A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
  - ☒ This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - ☒ Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few



**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
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students, or a hybrid approach combining in-class and remote learning.

- ☒ Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- ☒ Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.

**Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.**

**You may contact the following person with any  
questions or comments about this protocol:**

**Business Contact**

**Name:**

Cyril Cruz

**Phone number:**

562-424-1018

**Date Last Revised:**

11/16/2020

# HOLY INNOCENTS SCHOOL

## CATHOLIC CLASSICAL LIBERAL ARTS



October 19, 2020

Dear Los Angeles County Officials,

The faculty and staff of Holy Innocents School (HIS) is pleased to support our school's waiver application.

Our principal has been in regular communication with us regarding a safe and thorough plan to reopen. We are strongly in favor of in-class instruction resuming as soon as possible. Below you will find the signatures of all \_\_\_ employees of HIS.

The concerns reflected in a number of recent studies, such as the CDC's "Mental Health, Substance Use, and Suicidal Ideation During the COVID-19 Pandemic — United States, June 24–30, 2020," Great Britain's Office for National Statistics', "Coronavirus and depression in adults, Great Britain: June 2020," as well as those expressed in "The Great Barrington Declaration," now signed by over ten thousand medical and public health scientists and nearly thirty thousand medical practitioners (not to mention over half a million concerned citizens), give evidence to the concern that we have felt since the beginning of this pandemic: the effects of the extended lockdowns are causing great harm in households everywhere and when households suffer, children bear the greatest amount of damage.

For the sake of the social, emotional, intellectual, and spiritual well-being of the children we serve, we implore you to approve this waiver application and allow HIS to resume in-person instruction as soon as possible.

Sincerely,

Faculty and Staff of Holy Innocents School

# HOLY INNOCENTS SCHOOL

CATHOLIC CLASSICAL LIBERAL ARTS



Signature	Name	Position
1. <i>Cyril Cruz</i>	Cyril Cruz	Principal
2. <i>Chris Weir</i>	Chris Weir	Director of Advancement
3. <i>Vanessa Tamayo</i>	Vanessa Tamayo	Secretary
4. <i>Yrma Urzua</i>	Yrma Urzua	Bookkeeper
5. <i>Eduardo Gonzalez</i>	Eduardo Gonzalez	Maintenance
6. <i>Jamie Robles</i>	Jamie Robles	TK Teacher
7. <i>Christina Ramirez</i>	Christina Ramirez	Kindergarten Teacher
8. <i>Mara Kora</i>	Mara Kora	1st Grade Teacher
9. <i>Briana Santana</i>	Briana Santana	2nd Grade Teacher
10. <i>Monica Tinsley</i>	Monica Tinsley	3rd Grade Teacher
11. <i>Melinda DeV Vaughn</i>	Melinda DeV Vaughn	4th Grade Teacher
12. <i>Sr. Anne Marie</i>	Sr. Anne Marie	5th Grade Teacher
13. <i>Leana Corral</i>	Leana Corral	6th Grade Teacher
14. <i>Gary Page</i>	Gary Page	7th Grade Teacher
15. <i>Sr. Benedicta Marie</i>	Sr. Benedicta Marie	8th Grade Teacher
16. <i>John Raybuck</i>	John Raybuck	Latin Teacher
17. <i>Christina Tran</i>	Christina Tran	Music Teacher
18. <i>Janeth Lazaro</i>	Janeth Lazaro	Teacher Aide
19. <i>Sr. Marie Carmen</i>	Sr. Marie Carmen	Teacher Aide
20. <i>Sr. Christina</i>	Sr. Christina	Teacher Aide

# HOLY INNOCENTS SCHOOL

CATHOLIC CLASSICAL LIBERAL ARTS



21.	Sr. Marisa	Religion Coordinator
22. <i>Patricia Pagay</i>	Patricia Pagay	Playground Supervisor



# HOLY INNOCENTS SCHOOL

## CATHOLIC CLASSICAL LIBERAL ARTS



October 19, 2020

Dear Los Angeles County Officials,

The families of Holy Innocents School (HIS) are pleased to support our school's waiver application.

Our principal has been in regular communication with us regarding a safe and thorough plan to reopen. We are strongly in favor of in-class instruction resuming as soon as possible. Each of the undersigned parents do so with the overwhelming support.

While there is nothing more important to us than the health and well-being of our children, we are aware that the data now shows that the seasonal flu is more dangerous for school-aged children than COVID-19. And while the well-being of our children's teachers is also of great concern, the data is also bearing out that K-12 schools do not seem to be a driver of COVID-19, even among adults. Furthermore, our choice to send our children to HIS is in large part due to the social, emotional, intellectual, and spiritual benefits they receive by *being a part of a community* of like-minded peers and adults. As parents, there are things we simply cannot offer our children when they are confined to the home.

With all of this in mind, we implore you to approve this waiver application and allow HIS to resume in-person instruction as soon as possible.

Sincerely,

Parents of Holy Innocents Scholars

# HOLY INNOCENTS SCHOOL

CATHOLIC CLASSICAL LIBERAL ARTS



Printed Name	Signature	Date
1. MHARLJOY M. MACIAS	<i>[Signature]</i>	10/27/2020
2. LUIS Zambrano	<i>[Signature]</i>	10.29.2020
3. ANN KAREN ESCOLAR	<i>[Signature]</i>	10/29/20
4. VICTOR ESCOLAR-CHUA	<i>[Signature]</i>	10/29/20
5. Monique Ayala	<i>[Signature]</i>	10/29/20
6. PAUL Ayala	<i>[Signature]</i>	10/29/20
7. Ruth Olmos	<i>[Signature]</i>	10/29/20
8. Guadalupe Espinoza	<i>[Signature]</i>	10/30/2020
9. Leonel Espinoza	<i>[Signature]</i>	10/30/2020
10. Blanca Diaz	<i>[Signature]</i>	10.30.2020
11. Fernando Diaz	<i>[Signature]</i>	10.30.2020
12. Maria Castillo	<i>[Signature]</i>	10-30-2020
13. Homero Arellano	<i>[Signature]</i>	10-30-2020
14. Melissa Hebron	<i>[Signature]</i>	11/2/2020
15. Jason Abó	<i>[Signature]</i>	11/2/2020
16. Matilda Alanouf	<i>[Signature]</i>	11/2/2020
17. Norma Fentanes	<i>[Signature]</i>	11/2/2020
18. Eliseo Mendoza	Eliseo Mendoza	11/2/2020
19. Joanne Woods	<i>[Signature]</i>	11/04/2020
20. Nona Day	<i>[Signature]</i>	11/12/20

# HOLY INNOCENTS SCHOOL

CATHOLIC CLASSICAL LIBERAL ARTS



Printed Name	Signature	Date
21. Aurora Medina	<i>[Signature]</i>	11/12/20
22. Ramon Medina	<i>[Signature]</i>	11/12/20
23. Elida Gutierrez	<i>[Signature]</i>	11/13/20
24. Julio Gutierrez	<i>[Signature]</i>	11/13/20
25. Hilario Lozano	<i>[Signature]</i>	11/13/20
26. DIANA QUIJANA	<i>[Signature]</i>	11/13/2020
27. Hernan Pineda	<i>[Signature]</i>	11/13/2020
28. Ketang Li	<i>[Signature]</i>	11/13/2020
29. Edith Quintana	<i>[Signature]</i>	11/13/2020
30. Jane Marabo	<i>[Signature]</i>	11/13/2020
31. Alejandra Espinoza	<i>[Signature]</i>	11/13/2020
32. Lydia Fuentes	<i>[Signature]</i>	11/13/2020
33. Julian F. Acuna	<i>[Signature]</i>	11/13/2020
34. Jason Ramos	<i>[Signature]</i>	11/13/2020
35. Silvia Bravo	<i>[Signature]</i>	11/13/2020
36. Everdale Pen	<i>[Signature]</i>	11-13-20
37. Francisco Leiva	<i>[Signature]</i>	11/13/2020
38. Shiroji Vallejanu	<i>[Signature]</i>	11/13/2020
39. DAN MORA	<i>[Signature]</i>	11/13/2020
40. Patricia Perez	<i>[Signature]</i>	11/13/2020



# HOLY INNOCENTS SCHOOL

CATHOLIC CLASSICAL LIBERAL ARTS



Printed Name	Signature	Date
41. Sandra Twort	<i>Sandra Twort</i>	11-13-2020
42. Marina Bautista	<i>Marina Bautista</i>	11-13-2020
43. Amanda Kessler	<i>Amanda Kessler</i>	11/13/20
44. Gerardo Gutierrez	<i>Gerardo Gutierrez</i>	11/13/20
45. Azucena Rodriguez	<i>Azucena Rodriguez</i>	11/13/20
46. Maria Hernandez	<i>Maria Hernandez</i>	11-13-20
47. Ana Rosa Castaneda	<i>Ana Rosa Castaneda</i>	11-13-20
48. Richard Hernandez	<i>Richard Hernandez</i>	11-13-20
49. Diana Barrios	<i>Diana Barrios</i>	11-13-20
50. Ruben Romeo	<i>Ruben Romeo</i>	11-13-20
51. Nadia Serrano	<i>Nadia Serrano</i>	11-13-20
52. Vicente Gonzalez	<i>Vicente Gonzalez</i>	11-13-2020
53. Paula Martinez	<i>Paula Martinez</i>	11-13-2020
54. Norberta Ruiz P.	<i>Norberta Ruiz P.</i>	11-13-2020
55. Jesse Fierro	<i>Jesse Fierro</i>	11/13-2020
56. Abel Carroter	<i>Abel Carroter</i>	11/13-2020
57. Martha Castaneda	<i>Martha Castaneda</i>	11/13-2020
58. Celia Martinez	<i>Celia Martinez</i>	11/13/2020
59. Michael Pangilinan	<i>Michael Pangilinan</i>	11/13/2020
60. Nancy Mercado	<i>Nancy Mercado</i>	11/13/2020



# HOLY INNOCENTS SCHOOL

## CATHOLIC CLASSICAL LIBERAL ARTS



Printed Name	Signature	Date
61. Victor Escobar	<i>[Signature]</i>	11/13/20
62. Jean Dampf	<i>[Signature]</i>	11/13/2020
63. Ila Del Castillo	<i>[Signature]</i>	11/13/2020
64. Lizel Dmarucot	<i>[Signature]</i>	11/13/2020
65. Maria Gonzalez	<i>[Signature]</i>	11/13/2020
66. John Mark Callo	<i>[Signature]</i>	11-13-2020
67. Michael Cruz	Michael Cruz	11/13/2020
68. Cyril Cruz	<i>[Signature]</i>	11/13/2020
69. Timothy Treadwell	<i>[Signature]</i>	11/13/20
70. Stephanie Grace Mungel	<i>[Signature]</i>	11/16/2020
71. Chris Weir	<i>[Signature]</i>	11/16/2020
72.		
73.		
74.		
75.		
76.		
77.		
78.		
79.		
80.		

# HOLY INNOCENTS SCHOOL

## CATHOLIC CLASSICAL LIBERAL ARTS



November 16, 2020

Dear Los Angeles County Officials,

As Pastor of Holy Innocents Parish and School in Long Beach, I am entrusted with the spiritual, educational, and pastoral care of the students who attend our school. Over the course of the past eight months, I have become increasingly concerned for the welfare of our students as they have been sequestered in their homes and deprived of many of the life-giving opportunities that our school provides them. Their parents make great sacrifices to send their children to our school for good reason. Our faculty and staff provide them with outstanding guidance and instruction and their classmates provide them with the social bonds and relationships that young children need in order to grow and mature into healthy young adults.

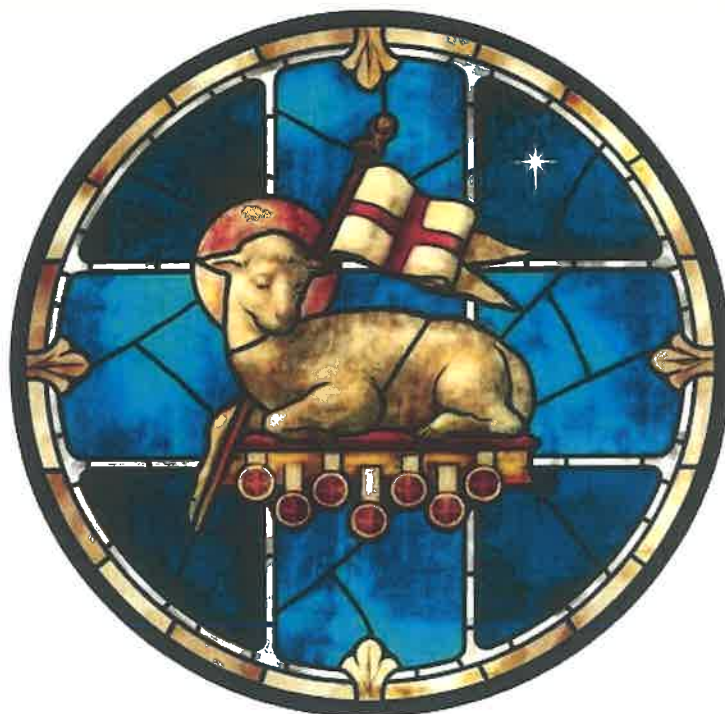
Furthermore, the data now shows that the seasonal flu is more dangerous for school-aged children than COVID-19. And while the well-being of our children's teachers is also of great concern, the data is also bearing out that K-12 schools do not seem to be a driver of COVID-19, even among adults.

With all of this in mind, and with the overwhelming support of the families at our school, I implore you to approve this waiver application and allow HIS to resume in-person instruction as soon as possible.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Irving', with a stylized flourish extending to the right.

Father Peter Irving  
Pastor



# Return to On-Campus Instruction

**Holy Innocents Catholic School**  
**2500 Pacific Avenue**  
**Long Beach, CA 90806**  
**562-424-1018**

**[www.LBCatholicSchool.com](http://www.LBCatholicSchool.com)**

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## **Return to Campus**

As we begin this year in distance learning, our faculty, staff, and Covid-19 Task Force Team were busy preparing our campus for the eventual return to in-person instruction. On November 10, 2020, our school applied through the county for a waiver to allow in-person instruction for grades TK-2. We look forward to the day when we will be able to provide in-person instruction for all of you students. In the meantime, students in 3rd through 8th grade will remain in distance learning due to the waiver guidelines. However, the teachers will continue to provide an excellent instruction environment and prepare for when we are allowed to welcome them back to campus.

We acknowledge that we are still facing the challenges of a pandemic. This document outlines the adjustments that Holy Innocents School has made to be in alignment with public health guidelines.

## **Office Schedule**

The office hours are Monday through Thursday, 7:30 am to 3:30 pm and Friday 7:30 am to 1:30 pm.

## **Visitor Guidelines**

Anyone other than Postal Carriers, UPS, or Federal Express must adhere to the following guidelines:

- Visitors must state their business at the campus and will:
  - should take their temperature at home before coming to Holy Innocents School
  - have their temperature taken before entering the building. Temperatures of 100.4 will not be granted entrance.
  - answer a series of health screening questions.
  - wear a face covering at all times while on campus.
- The office will provide a face covering for anyone that has forgotten or lost their mask.

## **Exception**

Packet Pick-Up Days (no phone call necessary, but at home screening is required.) Do not enter through the main office. Enter through the daycare gate and proceed through the health screening and temperature check. Wash your hands before taking and dropping off packets. Practice safe social distancing at all times.

Special Events

Family Emergency

## **At-Home Health Screenings**

Parents are strongly advised to monitor symptoms at home and to keep sick children at home until they are fever and vomit free (without medication) for three days. Parents will use the "Daily Home Screening Tool" (attached) to screen children prior to arrival. Daily health checks will be performed on-site, consisting of temperature checks and health screening, and the teachers will monitor for signs of illness throughout the day.

## **Arrival**

Parents will use “Daily Home Screening Tool” to screen symptoms prior to arrival. Morning drop off time for students is between 7:35 am and 8:00 am. Student temperatures and health screening will be taken by a designated staff member while still in their parent’s car. If the child meets all requirements, students will walk directly to their classrooms. Arrival time for staff is 7:30 am. Staff will use “Daily Home Screening Tool” to screen symptoms prior to arrival. Staff temperatures will be taken by a designated staff member before entering the building.

#### Arrival Schedule

Grade	Time
Transitional Kindergarten	7:35-8:00 am
Kindergarten	7:35-8:00 am
1st Grade	7:35-8:00 am
2nd Grade	7:35-8:00 am

#### **Dismissal**

Parents will drive-through and pick up their children similar to the way that they were dropped off. Parents will place their family name on the dashboard of their car during pick up. Parents must remain in their vehicle. The teacher on duty will radio the teachers to notify the students in families that need to go to the carline.

#### Dismissal Schedule

Grade	Time
Transitional Kindergarten	2:30-3:00 pm
Kindergarten	2:30-3:00 pm
1st Grade	2:30-3:00 pm
2nd Grade	2:30-3:00 pm

#### **On-Campus Screening/Symptom Monitoring**

The administration will monitor faculty, staff, and students throughout the day for signs of illness. Faculty, staff, and students with a fever of 100.5 degrees or higher, who show coughing, fatigue or shortness of breath, or display other COVID-19 symptoms will be sent home.

Any faculty, staff, and students exhibiting symptoms will immediately be required to wear a face-covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. The bookkeeper’s office is designated as the isolation room.

#### **Surveillance Testing:**



The faculty and staff will be tested periodically. Testing results will be reported to the Long Beach Department of Health and Human Services. Testing can be accessed through the employee healthcare providers and through two sites in Long Beach.

#### **Influenza Program:**

Parents are encouraged to get the flu vaccination for their children. The school will be using resources from the CDC to provide the necessary information regarding the importance of flu vaccination from the following source:

<https://www.cdc.gov/flu/resource-center/toolkit/social-media-toolkit.htm>

#### **Face Coverings/Physical Distancing:**

All faculty, staff, and students are required to wear a clean face mask, cloth or disposable, and to keep a physical distance of 6 feet. Everyone entering campus must wear a facial covering and must keep a physical distance of 6 feet. Medical grade masks, face shields, and disposable gloves will be provided for staff members that will care for sick students. Students will remove their face coverings while eating and/or napping. All staff must wash and replace their face coverings on a daily basis. All parents are instructed to provide two clean face coverings per day for their children and one box of disposable child face masks to be kept in the classroom. The school has an ample supply of cloth and paper face coverings for students and staff members if needed.

All desks and student worktables in the classrooms have desk shields for added protection for students and teachers. Desks are facing one direction and are placed six feet apart.

During recess and lunch, activities that provide for physical distancing are encouraged. Teachers will utilize outdoor space for learning as much as possible. All of the doors and windows are open during the school day to provide for proper ventilation and air circulation. However, the use of playground equipment will be limited. Students will bring their own items to play with individually during recess and breaks. (School and teacher approval is necessary).

Students will eat snacks and lunches outdoors on designated lunch benches.

Faculty and staff will also be physically distanced during the school day. Staff breaks are staggered and will not allow for more than 5 to in the faculty room at any given time. Breaks may be taken indoors or outdoors in the garden or secluded lunch bench.

Signs are displayed around campus, especially in highly visible areas. The signs promote everyday protective measures like physical distancing, handwashing, and mask wearing.

The school has also shared with faculty, staff, and families the following resources from Los Angeles County Public Health and the CDC about COVID-19.

<http://publichealth.lacounty.gov/media/Coronavirus/>  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

#### **On-Campus Schedule for Grades TK-2**

We will offer in person instruction for students TK-2, based on guidance from public health. The school day will begin Monday-Thursday at 8:00 am and will end at 2:30 pm. Friday will be distance learning.

### **Hybrid Accommodations**

Due to cohorting restrictions, a hybrid schedule consisting of Distance Learning and Face-to-Face instruction has been designed for students in grades TK-2. Students will rotate in fixed hybrid grade level cohorts (TK, K, 1, 2) consisting of no more than 12 students and 2 adults. When on-campus, the students will receive face-to-face instruction in the classroom. When at-home, the students will receive instruction remotely, primarily engaged in asynchronous work. Fridays will be an independent study day with curriculum provided by the teachers.

Cohorting: Small, stable groups with fixed membership that stay together for all activities (e.g. instruction, recess, lunch) and minimize/avoid contact with other groups or individuals who are not part of the cohort. Holy Innocents cohorts will consist of 12 students and 2 adults.

Holy Innocents School will have students remain in their grade level cohort of 12 with the same teacher for grades TK to 2 throughout the school day to reduce infection possibilities. Desks are facing one direction, equipped with desk shields. Students will use individual crates/boxes placed next to the desk to store books and supplies. Students will engage in physical activity six feet apart. Students will be assigned to specific play areas on our playground and will not mix with other cohorts. They will not share equipment in their designated areas during recess and lunch. A playground supervisor and a cohort assigned teacher will provide supervision during recess and lunch. High touch areas of classrooms will be disinfected while students are out at breaks and after they return to their classrooms.

### **Schedule Track A:**

Monday/Wednesday Face-to-face instruction, Friday-Distance Learning

### **Schedule Track B:**

Tuesday/Thursday Face-to-face instruction, Friday-Distance Learning

Grade/Cohort	Day and Time	Qty of Students	Remote Qty of Students	Teacher
TK Red	M/W 8:00 am - 2:30 pm	10	0	Robles/Mejia
TK Black	T/Th 8:00 am -2:30 pm	10	0	Robles/Mejia
K Red	M/W 8:00 am - 2:30 pm	8	0	Ramirez/SMC
K Black	T/Th 8:00 am - 2:30 pm	8	0	Ramirez/SMC
1 Red	M/W 8:00 am - 2:30 pm	7	0	Kora/Pagay
1 Black	T/Th 8:00 am - 2:30 pm	6	0	Kora/Pagay

2 Red	M/W 8:00 am - 2:30 pm	9	0	Santana/SAM
2 Black	T/Th 8:00 am - 2:30 pm	9	0	Santana/SAM

### **Restroom and Handwashing Breaks**

Grade	AM Handwash/Snack	Recess & Restroom	Before Lunch Handwash	Lunch	Lunch Recess & Restroom	PM Handwash/Snack
TK	9:00	9:40-10:00	11:05	11:20	11:20-12:00	1:30
K	9:00	9:40-10:00	11:05	11:20	11:20-12:00	1:45
1	9:30	10:00-10:20	11:45	12:00	12:00-12:40	2:00
2	9:30	10:00-10:20	11:45	12:00	12:00-12:40	2:15

### **Attendance**

Students record of attendance will continue daily.

- On-Campus Students
  - Attendance will be taken by the teacher and recorded in SchoolSpeak
  - Parents are required to call or send an email to the office by 9:00 am regarding an absence.
  - Parents are required to request Distance Learning for their child due to quarantine. They will participate in instruction through distance learning. It is the parents responsibility to communicate and coordinate with the child's teacher(s).
- At-home Students
  - Attendance will occur when the student logs on and is present during Zoom instruction. There also needs to be some evidence of completed student work marked "present" for the day.
  - Teachers will record attendance by 3:30 pm and record it in SchoolSpeak
  - Parents are required to send an email to teachers if your child cannot participate in the day's at-home learning due to illness or other reasons.

### **COVID-19 Health and Wellness Protocols**

A COVID-19 Task Force Team consisting of the principal, 3 staff members (Tamayo, Weir, Gonzalez), and 4 parent members (Dr. Nguyen, Leiva-Soto, Macias, Gonzalez) have been formed to ensure the education and safety of all school staff and students. Four members of the school Compliance Team have earned certification after participating in an online training course through Johns Hopkins.

### **Health and Hygiene Practices/Handwashing**

Faculty, staff, and students must wash (or sanitize with FDA-approved sanitizers when washing is not possible) their hands and whip down high-use items and areas regularly. Faculty, staff, and

students are trained and reminded frequently on proper hygiene, clearing, and physical distancing protocols, etc.

Students and staff will be given frequent opportunities to wash their hands for a minimum of 20 seconds with soap, rubbing thoroughly after application and using paper towels to dry hands thoroughly. The school has three sets of restrooms designated for student use. Faculty and staff will use designated restrooms located in the faculty room and the front office.

Frequently scheduled mandatory handwashing breaks or opportunities will occur before and after eating, after using the restroom, after outdoor play and before and after any group activities. Faculty, staff, and student breaks are staggered throughout the day. Each classroom is equipped with multiple bottles of hand sanitizer. Students will use hand sanitizer upon entering the classroom and will keep a small bottle of hand sanitizer at their desks to be used throughout the day.

The school will always maintain sufficient protective equipment on hand to comply with the California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. The school currently has and will maintain a sufficient supply of Personal Protective Equipment (PPE) including hand sanitizers, soap, tissues, paper towels, gloves, masks, and shields.

### **Cleaning and Disinfecting**

Holy Innocents School will maintain safety by continuously clearing and disinfection throughout the day:

Campus Maintenance Procedures	
Category	Frequency
Workspace (classrooms, office)	At the end of each use and day
Appliances (refrigerators, microwaves)	Daily
Electronic Equipment (copy machines, shared computers, devices, printers, telephones)	At the end of each use and day
General Used Objects (handles, light switches)	At least 4 times a day
Student and Teacher Restrooms	At least 2 times a day
Faucets	At least 2 times a day
Common Areas (Cafeteria, Library, Conference Rooms)	At the end of each use and day

### **Reporting Positive Cases**

We will adhere to the reporting protocols set forth by the CDPH, the Long Beach Public Health Department, and the Archdiocese of Los Angeles.

### **Handling a Positive Case of COVID-19**

Cyril Cruz is the COVID-19 point person who is responsible for

- establishing and enforcing all COVID-19 safety protocols
- ensuring that faculty, staff, and students receive education about COVID-19, and
- serving as a liaison to the Department of Public Health in the event of an outbreak on campus.

As stated above, isolation will occur in the bookkeeper's office when faculty, staff, or students exhibit symptoms. A plan is in place for disinfecting all affected areas afterward. Holy Innocents School will follow the local public health agency's specific protocols and sample communications.

### **Responding to Positive Cases**

After a confirmed case is reported, specific safety protocols must be followed, and the information about the case will be appropriately shared with the school community.

### **Plan for Partial or Full Campus Closure**

Holy Innocents School will support all students through Distance Learning if the county health department requires the campus to close.

If there is a positive case of COVID-19, Holy Innocents School will participate in weekly reporting to the local city, follow all county health reporting procedures and complete the ADLA COVID-19 Report Form & Instructions to report it to the Archdiocese of Los Angeles.

If Holy Innocents School is contacted by the health department or any other entity with the directive to partially or entirely close, the school will contact the ADLA Assistant Superintendent for guidance and support.

### **Considerations for Partial or Full Closure**

If the school experiences multiple positive cases in 14 days, Holy Innocents School will consult the Archdiocese of Los Angeles and local health officials to consider the partial or full closure.

### **Communications Plan**

The superintendent will inform faculty, staff, students, and their families about cases and exposures to COVID-19. The superintendent will review the privacy requirements such as FERPA and HIPAA, before sending any communication.

Holy Innocents School will follow the Long Beach Health and Human Services COVID-19 Exposure Management Plan, Protocol for K-12 Schools Appendix X2, and the Archdiocese of Los Angeles guidelines. The school will use communication below to communicate cases of exposure at the school to the Archdiocese.

### **COVID-19 Contact Tracing Certifications**



Nov 12, 2020

**Cyril Cruz**

has successfully completed

**COVID-19 Contact Tracing**

an online non-credit course authorized by Johns Hopkins University and offered through Coursera

Dr. Leahly S. Gwiley  
Associate Director  
Department of Epidemiology  
Johns Hopkins Bloomberg School of Public Health

**COURSE  
CERTIFICATE**

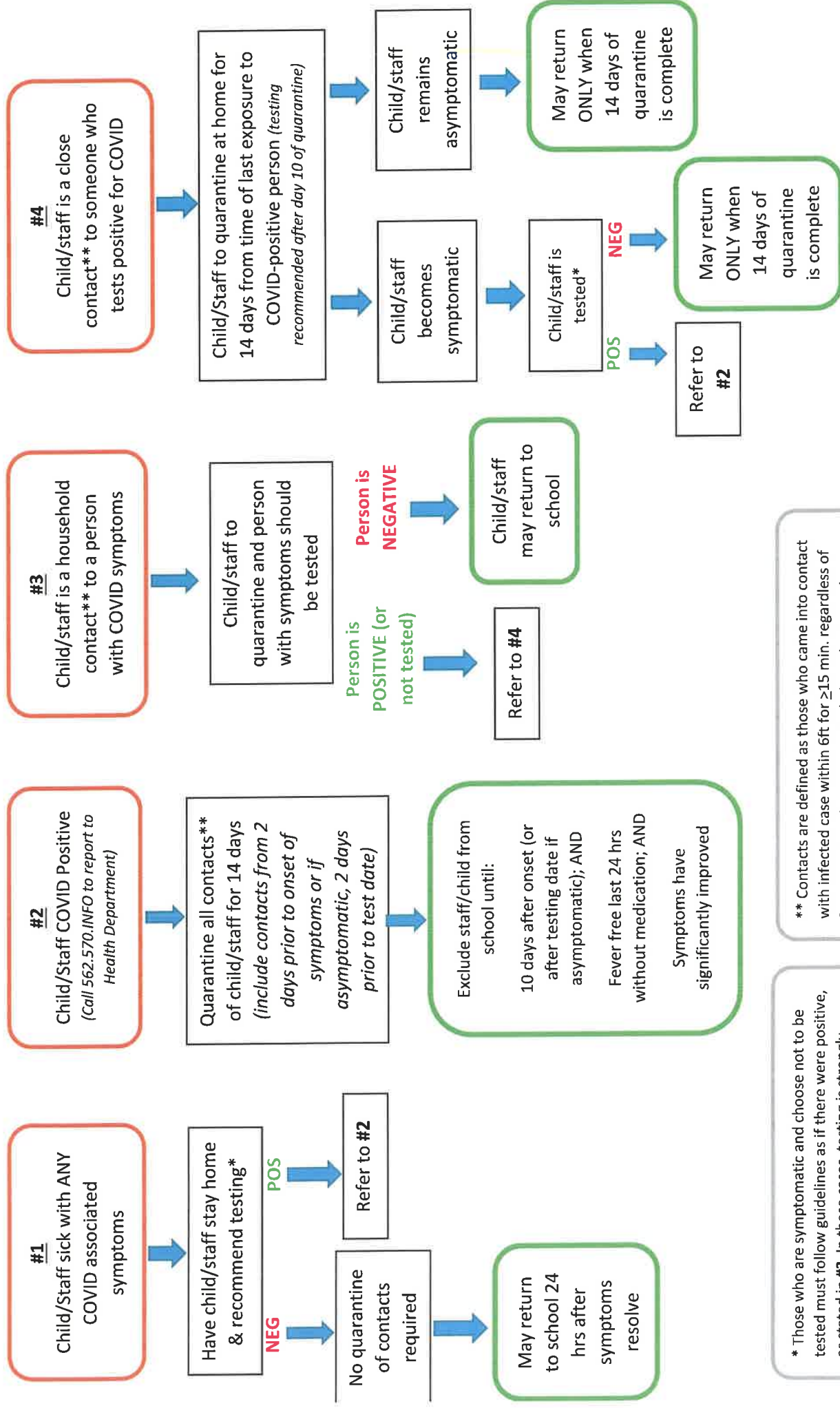


Verify at [coursera.org/verify/XH/MV6G625H](https://coursera.org/verify/XH/MV6G625H)

Coursera has authorized the issuing of this certificate and it will be recorded on the Coursera platform.



# SCHOOL/CAMP/DAYCARE COVID-19 FLOWCHART



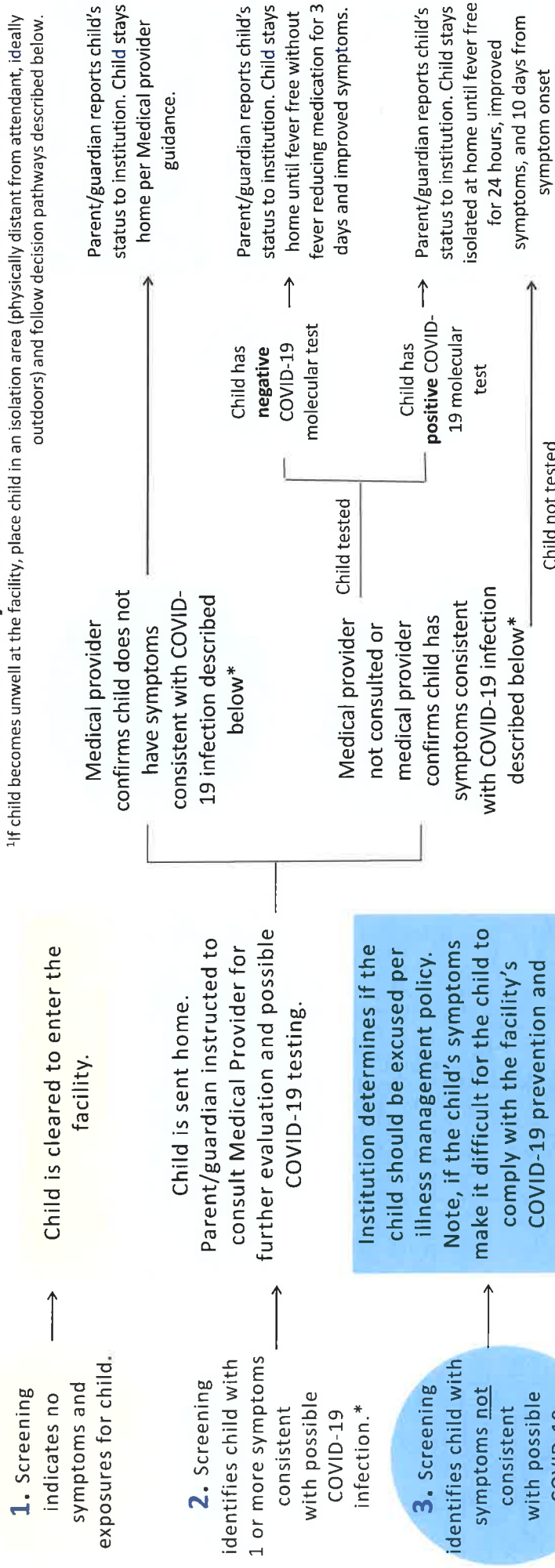
# **Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions**

*Los Angeles County Department of Public Health  
Updated: 11/12/2020*

# **Screening and Exposure Decision Pathways for *Children* at an Educational Institution and Their Close Contacts at the Facility**

# Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry<sup>1</sup> into an Educational Institution

<sup>1</sup>If child becomes unwell at the facility, place child in an isolation area (physically distant from attendant, ideally outdoors) and follow decision pathways described below.

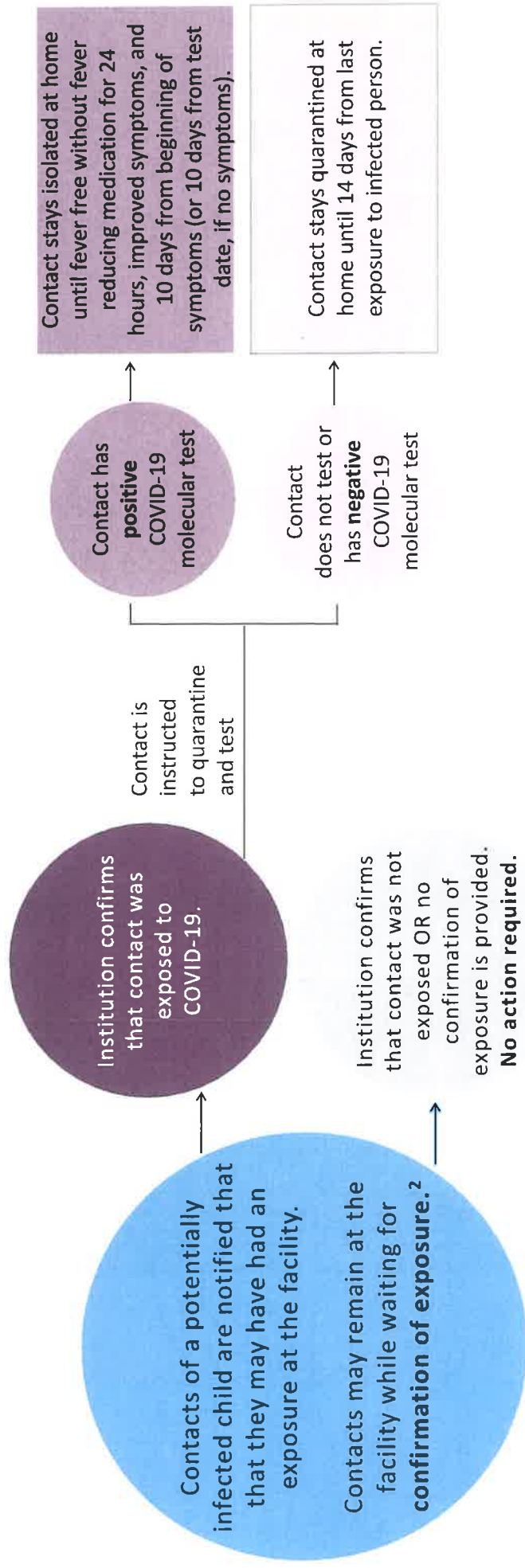


Symptoms consistent with possible COVID-19 infection in children include: fever  $\geq 100.4^{\circ}\text{F}$ ; new cough (different from baseline); diarrhea/vomiting. **If the child's symptoms are not consistent with possible COVID-19 infection but there is still concern, evaluation of the child by a medical provider is recommended.**

## Decision Pathways for Contacts of a Potentially Infected Child<sup>1</sup> at an Educational Institution

<sup>1</sup>A **potentially infected child** is defined as a child with 1 or more symptoms consistent with possible COVID-19 infection. Symptoms include fever  $\geq 100.4$ ; new cough (different from baseline); diarrhea/vomiting.

A **contact of a potentially infected child** is a child or employee at the facility who was in close contact (within 6 feet for >15 cumulative minutes in a 24-hour period) with a potentially infected child; had direct contact with bodily fluids/secretions from a potentially infected child; or is a member of a classroom or cohort with exposure to a potentially infected child.



<sup>2</sup>**Exposure is confirmed** for the contact of a potentially infected child if the Institution receives notification that the potentially infected child had a positive COVID-19 molecular test OR received a diagnosis of COVID-19 infection from a medical provider.

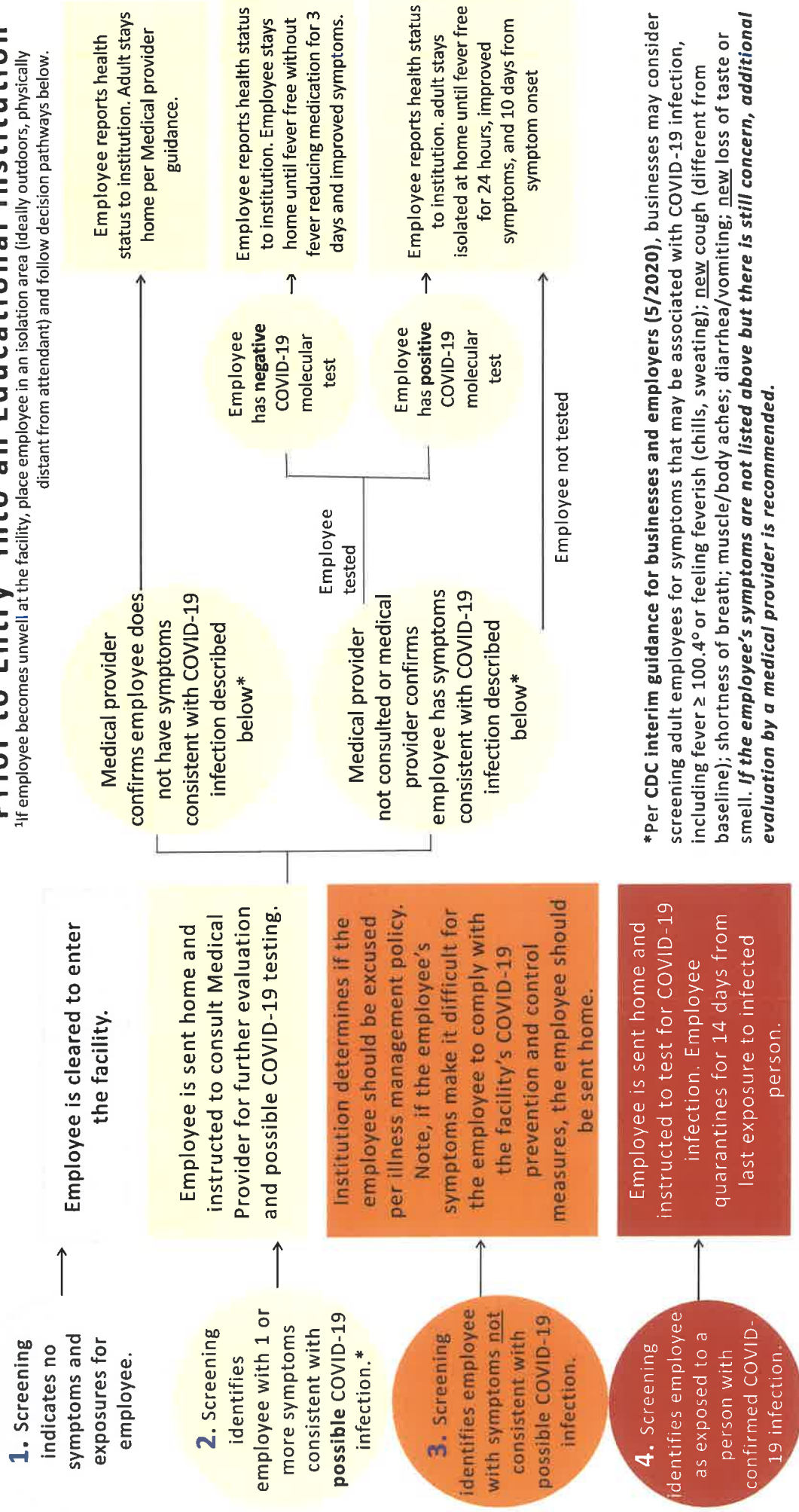
**Screening and Exposure Decision Pathways for**  
*Employees at an Educational Institution and Their Close Contacts at the*  
**Facility**



# Decision Pathways for Employees Screened for Symptoms and Exposures

## Prior to Entry<sup>1</sup> into an Educational Institution

<sup>1</sup>If employee becomes unwell at the facility, place employee in an isolation area (ideally outdoors, physically distant from attendant) and follow decision pathways below.

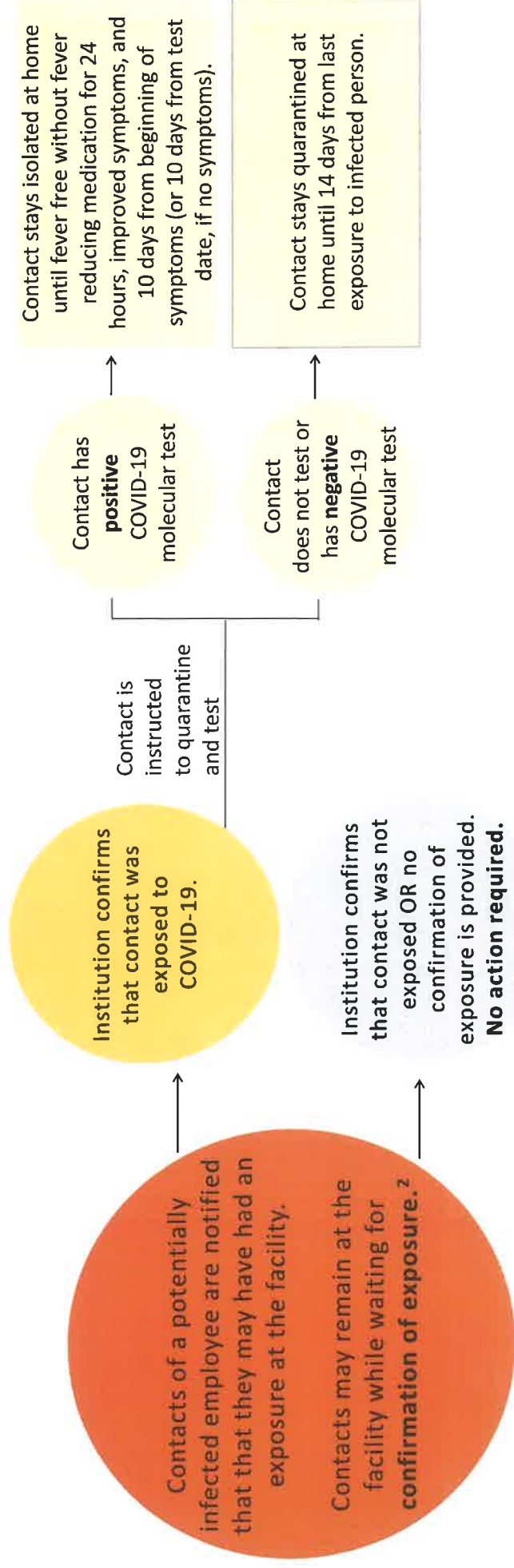


**\*Per CDC interim guidance for businesses and employers (5/2020)**, businesses may consider screening adult employees for symptoms that may be associated with COVID-19 infection, including fever  $\geq 100.4^\circ$  or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle/body aches; diarrhea/vomiting; new loss of taste or smell. **If the employee's symptoms are not listed above but there is still concern, additional evaluation by a medical provider is recommended.**

## Decision Pathways for Contacts of a Potentially Infected Employee<sup>1</sup> at an Educational Institution

<sup>1</sup>A **potentially infected employee** is defined as an employee with 1 or more symptoms consistent with possible COVID-19 infection. Symptoms include fever  $\geq 100.4^\circ$  or feeling feverish (chills, sweating); new cough (different from baseline); shortness of breath; muscle/body aches; diarrhea/vomiting; new loss of taste or smell.

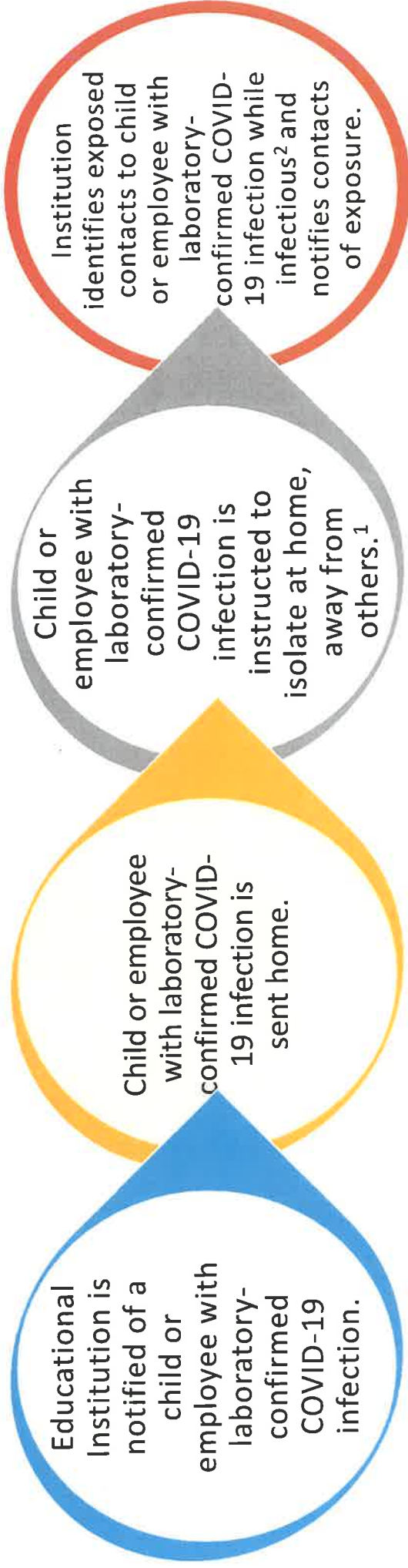
A **contact of a potentially infected employee** is a child or employee at the facility who was in close contact (within 6 feet for >15 cumulative minutes in a 24-hour period) with a potentially infected employee; had direct contact with bodily fluids/secretions from a potentially infected employee; or is a member of a classroom or cohort with exposure to a potentially infected employee.



<sup>2</sup>**Exposure is confirmed** for the contact of a potentially infected employee if the Institution receives notification that the potentially infected employee had a positive COVID-19 molecular test OR received a diagnosis of COVID-19 infection from a medical provider.

**Decision Pathways for  
*Children or Employees with Laboratory-Confirmed COVID-19 Infection*  
at an Educational Institution and Their Close Contacts at the Facility**

# Guidance for Child or Employee with Laboratory-confirmed COVID-19 Infection at an Educational Institution

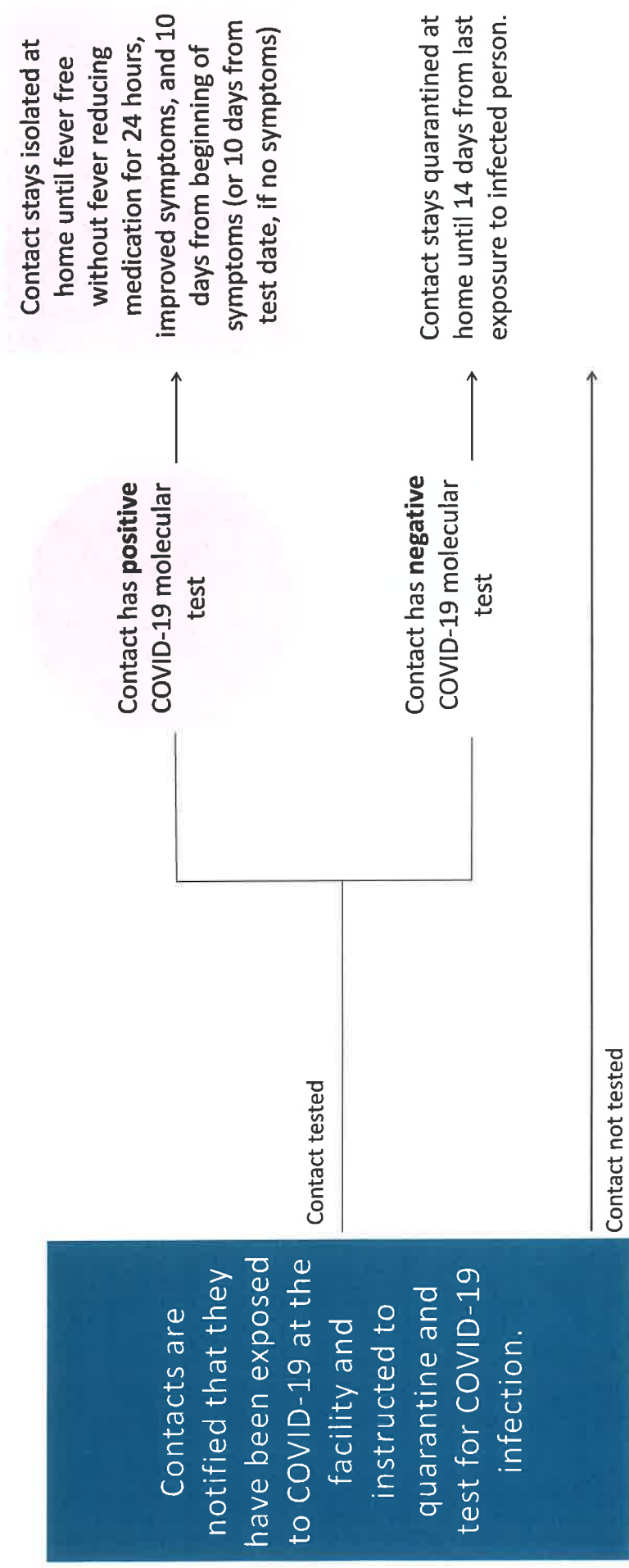


<sup>1</sup> Persons with laboratory-confirmed COVID-19 infection should isolate until fever free for 24 hours without fever reducing medication, improved symptoms, and 10 days from beginning of symptoms (or 10 days from test date, if no symptoms).

<sup>2</sup> The infectious period for an infected person is 48 hours before symptom onset (or test date for persons with no symptoms) until the infected person is no longer required to be isolated

## Decision Pathways for Contacts<sup>1</sup> of a Child or Employee with Laboratory-confirmed COVID-19 Infection at an Educational Institution.

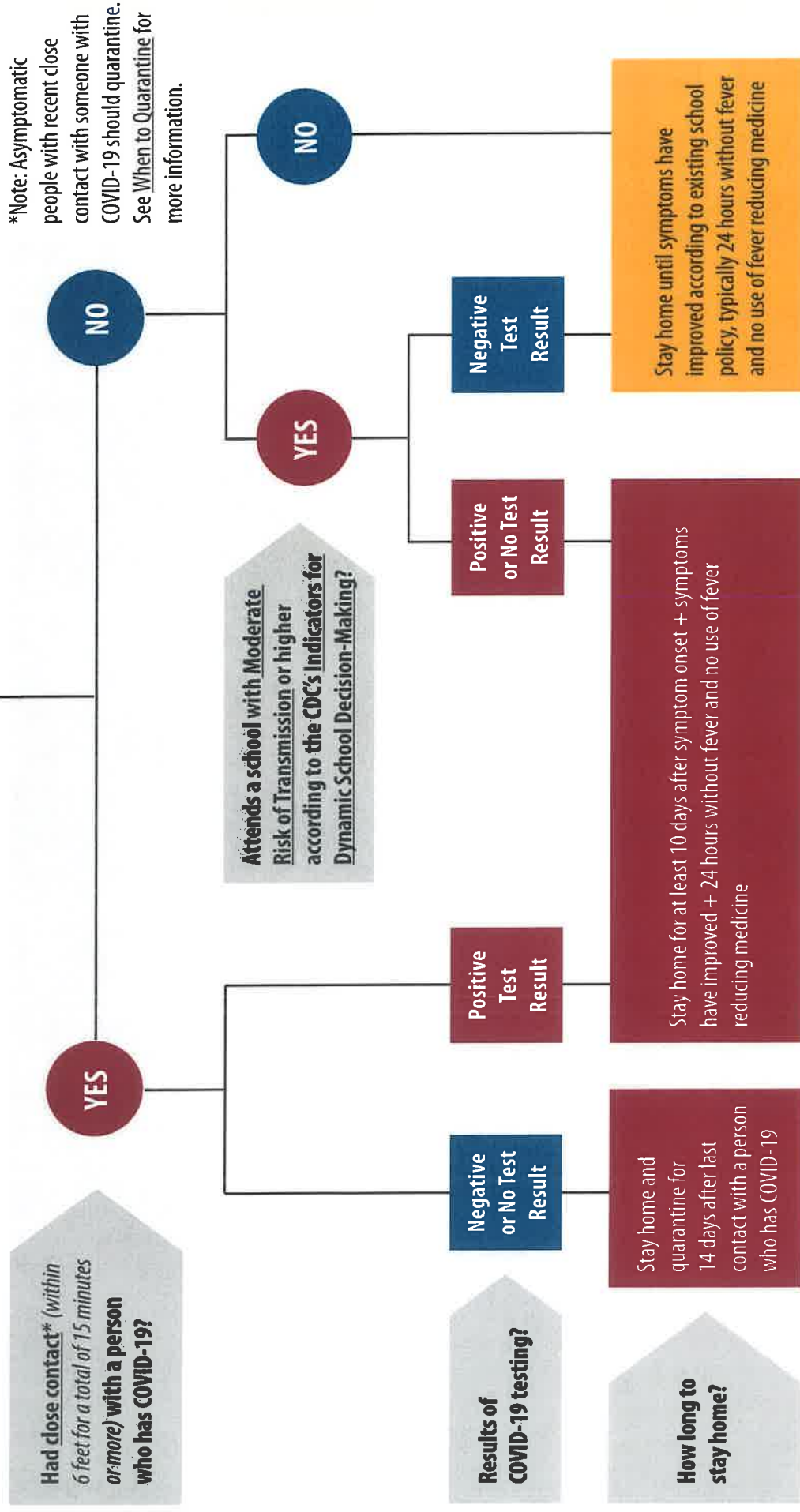
<sup>1</sup>A contact of a child or employee with laboratory-confirmed COVID-19 infection is defined as a child or employee at the facility that was within 6 feet of an individual with laboratory-confirmed COVID-19 infection for > 15 cumulative minutes in a 24-hour period; had unprotected direct contact with bodily fluids/secretions from a person with laboratory-confirmed COVID-19 infection; or is a member of a classroom or cohort with exposure to a person with laboratory-confirmed infection.





# COVID-19 SCHOOL SYMPTOM SCREENING FLOWCHART

## Student with Symptoms of Infectious Illness



# Novel Coronavirus (COVID-19)

## Long Beach Department of Health and Human Services

### Entry Screening

Entry screening of employees, volunteers, contract workers or visitors can be part of an organization's strategy to limit the spread of COVID-19 at their facilities. For those that choose to do this, this document provides some guidance and a sample screening template for evaluating an individual before they enter the facility. Please note that 1) entry screening can also be done remotely or through other methods that may be more appropriate and convenient and 2) taking an actual measurement of temperature at the point of entry is optional.

If entry screening is done in person, ensure that:

- The screening area can maintain privacy and confidentiality of the person being screened
- The person being screened should wear a cloth face covering and maintain six feet of physical distance from the screener during the entire screening process. The screener should be wearing both a cloth face covering and ideally a face shield. The screener uses gloves and ensures proper hand hygiene (soap and water or hand sanitizer with at least 60% alcohol) prior to, and after, each screening if there is any physical contact or exchange of documents.
- Screeners are properly trained in the use and cleaning of the thermometers if onsite temperature measurement is done. Cleaning should be done after each use if the thermometer requires contact with the individual (non-contact thermometers should be used preferentially).

All documentation related to the entry screening and measurement of body temperature are medical records and must comply with all regulations related to the confidentiality, handling and maintaining of medical records.

Individuals should be sent home immediately if they report any symptoms, have an elevated body temp (greater than or equal to 100.4°F or 38°C) or have had contact with a person with or suspected to have COVID-19 in the previous 14 days.

# Novel Coronavirus (COVID-19)

## Long Beach Department of Health and Human Services

### Entry Screening

NAME OF COMPANY																		
SCREENING LOCATION	SCREENING CONDUCTED BY	DATE OF SCREENING	TIME OF SCREENING															
EMPLOYEE/VISITOR NAME																		
<b>I. Verbal Screening</b>																		
<p>1. Did any of the following symptoms first appear within the last 10 days?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">a. Fever (at or over 100.4°F or 38°C)</td> <td style="width: 20%;">No <input type="checkbox"/></td> <td style="width: 20%;">Yes <input type="checkbox"/></td> </tr> <tr> <td>b. Chills</td> <td>No <input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> </tr> <tr> <td>c. Cough</td> <td>No <input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> </tr> <tr> <td>d. Shortness of breath or difficulty breathing</td> <td>No <input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> </tr> <tr> <td>e. New or sudden loss of smell or taste</td> <td>No <input type="checkbox"/></td> <td>Yes <input type="checkbox"/></td> </tr> </table> <p>2. Has the individual had contact with a person known to be infected with or suspected to have coronavirus disease 2019 (COVID-19) <b>within the last 14 days</b>? <input type="checkbox"/> N <input type="checkbox"/> Y</p>				a. Fever (at or over 100.4°F or 38°C)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	b. Chills	No <input type="checkbox"/>	Yes <input type="checkbox"/>	c. Cough	No <input type="checkbox"/>	Yes <input type="checkbox"/>	d. Shortness of breath or difficulty breathing	No <input type="checkbox"/>	Yes <input type="checkbox"/>	e. New or sudden loss of smell or taste	No <input type="checkbox"/>	Yes <input type="checkbox"/>
a. Fever (at or over 100.4°F or 38°C)	No <input type="checkbox"/>	Yes <input type="checkbox"/>																
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c. Cough	No <input type="checkbox"/>	Yes <input type="checkbox"/>																
d. Shortness of breath or difficulty breathing	No <input type="checkbox"/>	Yes <input type="checkbox"/>																
e. New or sudden loss of smell or taste	No <input type="checkbox"/>	Yes <input type="checkbox"/>																
<b>II. Temperature Screening</b>																		
1. Thermometer Used:																		
2. Employee Body Temperature:	3. Is temperature above normal, i.e., at or over 100.4°F or 38°C? <input type="checkbox"/> N <input type="checkbox"/> Y																	
<b>III. Conclusion</b>																		
<ul style="list-style-type: none"> <li>• Negative Screen (Cleared). If the individual has no symptoms and no contact to a known or suspected COVID-19 case in the last 14 days they can be cleared to enter the facility.</li> <li>• Positive Screen (Not Cleared).               <ul style="list-style-type: none"> <li>○ If the individual has had contact to a known or suspected COVID-19 case in the last 14 days, they should be sent home immediately and asked to quarantine at home. Provide them with the City of Long Beach <a href="#">quarantine instructions</a>.</li> <li>○ If the individual is showing any of the symptoms noted above, they should be sent home immediately and asked to isolate at home. Provide them with the City of Long Beach <a href="#">isolation instructions</a>.</li> </ul> </li> </ul> <p><b>Check One:</b></p> <p><input type="checkbox"/> <b>Individual Cleared</b> to enter facility</p> <p><input type="checkbox"/> <b>Individual Not Cleared</b> to enter facility, directed to go home and quarantine</p> <p><input type="checkbox"/> <b>Individual Not Cleared</b> to enter facility, directed to go home and isolate</p>																		
Screening Conducted By:																		
PRINTED NAME	PAYROLL TITLE																	
SIGNATURE	DATE																	